TAS-DIARY

THE ELECTRONIC DIARY

A TASMAN SOFTWARE PROGRAM

FOR THE AMSTRAD CPC 6128, 664 & 464 WITH A DISC DRIVE.

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TAS-DIARY

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1.0 INTRODUCTION

Welcome to TAS-DIARY — a fast and efficient method of keeping an electronic Day to Day diary.

The program runs on the Amstrad CPC 6128 and CPC 664 and also on the Amstrad CPC 464 with a disc drive.

You should read the first three sections of this manual and look at the examples in section five. By following the screen prompts you will soon learn to use TAS-DIARY effectively. Section four is for reference only.

OPENING THE DIARY

Place the Tas-diary disc in your disc drive (drive A if you have more than one), type:

RUN "TASDIARY"

and press **RETURN**.

N.B. If you have an Amstrad CPC 464 you should read **ENTER** whenever this manual refers to **RETURN**.

The diary cover will appear and the program will wait for you to type in the PASSWORD.

The PASSWORD is TASMAN.

Type this into your computer and then press **RETURN**. Remember that TASMAN is in upper case and you must hold down the shift key.

As you type in the PASSWORD asterisks will appear on the screen in place of letters. An incorrect PASSWORD will be ignored.

The PASSWORD can be changed, see Security in section four.

When the correct PASSWORD has been entered, TAS-DIARY will be in Standby mode, waiting to be given a date.

You now have two choices:

(1) Press **RETURN** to automatically open the diary to the last date that was accessed.

(2) Press **0** for open, you will be prompted to type in the date at which you wish to open the diary.

The year is entered first and must be entered as four figures, using leading zeros if necessary. The month may be entered either as a number or in words, case is ignored. The day of the month is entered as a number.

The last access date is available as a default for the year, month and date, to accept one of these values just press **RETURN**.

The **CLR** and **DEL** keys can be used to make corrections, invalid dates will not be accepted.

When a date has been entered into the program the screen will show the calendar for the month and the entries for the selected date.

TAS-DIARY is now in Standby mode.

2.0 THE TAS-DIARY DISPLAY

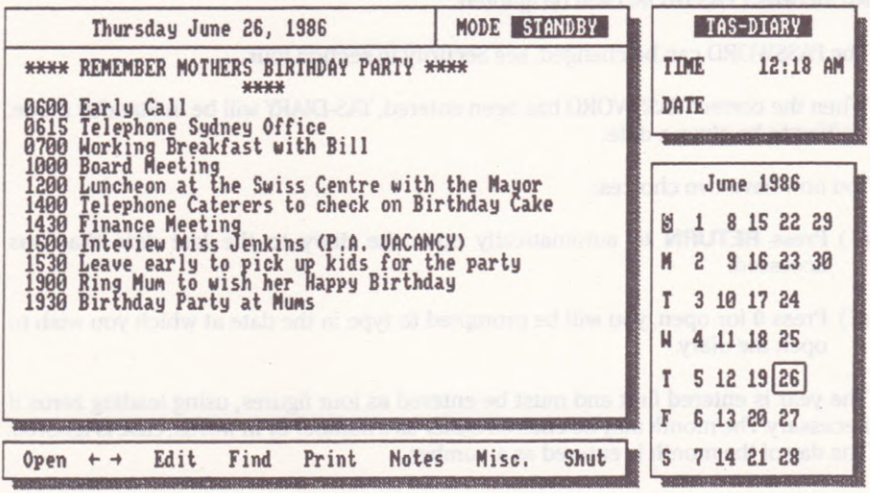
The screen is made up of four sections as shown below.

THE CALENDAR, DIARY PAGE AND DIARY DATE WINDOWS

These three windows are used together. The lower right hand window of display shows the calendar for the month being accessed. This calendar is valid for any month from January 1753 to December 2100.

One date within the calendar is boxed with a cursor. The page of the diary for this date is on display in the largest window on the screen. If there are no entries for this day the window will be blank.

You may move the cursor around the calendar using the four arrow keys. As you do so the diary page window will change, displaying the entries for the date which is boxed, and the diary date window at the top right of the screen will show the date of the diary page in full.



THE CURRENT TIME AND DATE WINDOW

The window at the top right of the screen shows the current time and date. This must be set up each time the computer is turned on if it is to show the correct values. When the computer is on the time and date in this window will change automatically.

COMMAND WINDOW

The window at the bottom left of the screen shows the command options that are available.

In OPEN, STANDBY and MISC. mode they are selected by pressing the first letter of the command word.

In EDITOR and NOTEPAD mode the commands are selected by holding down the **CTRL** key and pressing the first letter of the command word.

3.0 THE TAS-DIARY MODES

There are five TAS-DIARY modes, the mode in use is indicated at the top of the screen.

3.1 OPEN MODE

The OPEN mode command window

Open	(January 26, 1955)	Notes	Misc.	Shut

last access date

The diary is in OPEN mode when the program is loaded, or when the Open option is selected by pressing **O** in STANDBY mode.

From OPEN mode you can enter a date to open the diary or select one of three other options, NOTES, MISC., or SHUT. These other options are explained in section four.

When the diary is OPENED at a particular date the entries for the entire month in which that date falls are loaded into the computer. Entries for any day in that month can be viewed using the cursor keys from STANDBY mode.

OPEN mode is also used to change the month being viewed.

3.2 STANDBY MODE

When a date has been entered TAS-DIARY will move into STANDBY mode.

The STANDBY mode command window

Open	Edit	Find	Print	Notes	Misc.	Shut

This mode is used to examine entries in the diary, and to access various facilities.

The cursor keys are used to move around the calendar for the month on display. To change the month you must select the OPEN option by pressing **O**.

Pressing **M** will move TAS-DIARY into MISC. mode and pressing **E** will move it into EDITOR mode.

3.3 EDITOR MODE

The EDITOR mode command window

←↑↓→ = Cursor	Ctrl (S)ort	Ctrl (I)nsert	Ctrl (Q)uit

Pressing **E** from STANDBY mode will enable you to edit the diary page on display.

The cursor can be moved about the diary page with the arrow keys, text is entered in the usual way.

The **CLR** key erases the character under the cursor and the **DEL** key the character to the left of the cursor.

You may insert text into existing entries by placing the cursor where you wish to insert, then hold down **CTRL** and press **I** for each character you wish to insert. This moves the text right of the cursor. If there is no space to the right of the text nothing can be inserted. Insert works on one line at a time.

The first four characters of each line can be used as a Sorting key. The entries are sorted in strict ASCII sequence, this means that both numeric and alphabetical keys will be sorted properly.

To leave EDITOR mode you must hold down **CTRL** and press **Q** for Quit.

3.4 MISCELLANEOUS MODE

The MISC. mode command window

Files	Clock	Date	Security	Memo	Quit

Pressing **M** from STANDBY or OPEN mode will move TAS-DIARY to MISC. Mode.

The first letter of each command is used to select the utility.

Pressing **M** from MISC. mode will ENABLE the Memopad. This is used to keep notes while you are using TAS-DIARY, there are facilities for printing, inserting and sorting text in a similar fashion to EDITOR mode. The text you enter in this mode is not saved when the diary is shut.

The other utilities are described fully in section four.

Pressing **Q** will return TAS-DIARY to STANDBY mode.

3.5 NOTEPAD MODE

The NOTEPAD mode command line

←↑↓→ = Cursor	Ctrl (S)ort	Ctrl (I)nsert	Ctrl (Q)uit

Pressing **N** from OPEN or STANDBY mode will move TAS-DIARY into NOTEPAD mode.

This acts like a thirteenth month and consists of thirty one pages. Text is entered and edited as in EDITOR mode, and the text can be searched, sorted and printed from STANDBY mode.

4.0 THE TAS-DIARY COMMANDS

4.1 Name: Clear — Modes: MISC.
Keys: **CTRL C** — Option: Memopad

Clears the text in the diary page window.

4.2 Name: Clock — Modes: MISC.
Keys: **C**

Allows you to change the current time display.

4.3 Name: Date — Modes: MISC.
Keys: **D**

Allows you to change the current date display.

4.4 Name: Edit — Modes: STANDBY
Keys: **E**

Changes TAS-DIARY to EDITOR mode.

4.5 Name: Files — Modes: MISC.
Keys: **F**

Allows you to Erase files from your disc, to Catalogue your disc on the screen and to make a back-up copy of TAS-DIARY.

4.6 Name: Find — Modes: STANDBY
Keys: **F**

This function allows you to search a month for a particular entry or reference.

The Command window changes and prompts for the Search Criteria:

ENTER SEARCH CRITERIA < >

You may Enter up to 25 characters which may be any combination of words and numbers.

When the return key is pressed TAS-DIARY will search for the first occurrence of the Search Criteria in the month being accessed.

When a match is found the corresponding page will be displayed with the cursor at the matching entry.

The next occurrence of the same criteria can be found by pressing **N**. Alternatively pressing **Q** will return the program to STANDBY mode.

Wild cards may also be incorporated in the Search Criteria. The * is used as the wild card character, e.g. SM*TH will find SMITH and SMYTH.

4.7 Name: Insert Modes: EDITOR
Keys: **CTRL I** NOTEPAD

Insert will insert a single space in the text at the cursor position if there is at least one space to the right of the text.

4.8 Name: Memo Modes: MISC.
Keys: **M**

This enables the memopad. This is a temporary notepad which can also be printed by pressing **P**. Text entered in memopad is NOT saved when the diary is shut.

4.9 Name: Misc. Modes: STANDBY
Keys: **M** OPEN

This will change TAS-DIARY to Miscellaneous Utilities mode.

4.10 Name: Notes Modes: STANDBY
Keys: **N**

There are 31 note pages available and they work like an extra month. The text is entered in the same way as in Editor mode and is saved when the diary is shut.

4.11 Name: Open Modes: STANDBY
Keys: **O** OPEN

Allows the diary to be opened to a particular date and also used to change months.

4.12 Name: Print Modes: STANDBY
Keys: **P**

This command prints a copy of the text in the diary page window to a printer.

4.13 Name: Quit Modes: EDITOR
Keys: **CTRL Q** (Editor & Notepad) NOTEPAD
Q (Misc.) MISC.

This command returns TAS-DIARY to Standby mode.

4.14 Name: Security Modes: MISC.
Keys: **S**

Pressing **S** enables you to change your PASSWORD. A PASSWORD can be any combination of up to six characters. To disable the PASSWORD just press RETURN.

N.B. DO NOT FORGET YOUR PASSWORD . . . IF YOU DO ALL IS LOST.

4.15 Name: Shut Modes: STANDBY
Keys: **S** OPEN

This command shuts the diary and displays the front cover. Shutting the diary saves the new entries to disc.

4.16 Name: Sort Modes: EDITOR
NOTEPAD

The Sort facility operates on the first four characters in each line of the diary page window.

The sort is determined by ascending ASCII values. This option is most useful if each line entry is preceded by an alphabetical, chronological or numerical reference.

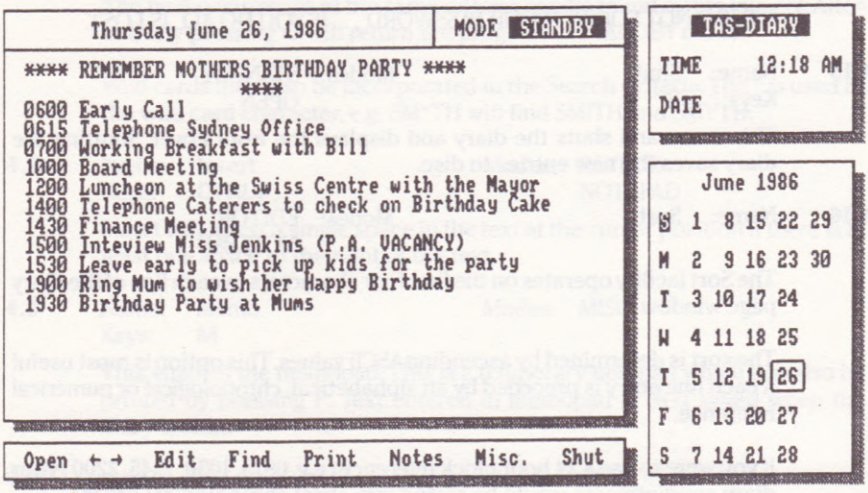
If you were to use a 24 hour clock reference (e.g. 0815, 1030, 1345, 2200) your diary appointments would be sorted into strict chronological order.

If an entry is preceded with **** it will appear at the top of the diary page window, this is useful for special events!

5.0 EXAMPLES

This section shows some examples of uses of TAS-DIARY.

5.1

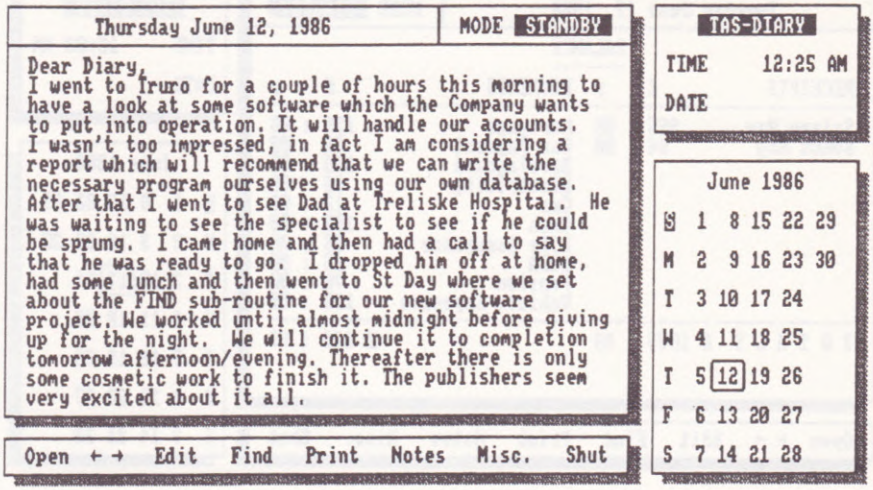


Example 1.

TAS-DIARY can be used to summarise business appointments. Use of the 24 hour clock references at the beginning of each line will enable the program to sort the entries into chronological order no matter what order or time they were actually entered.

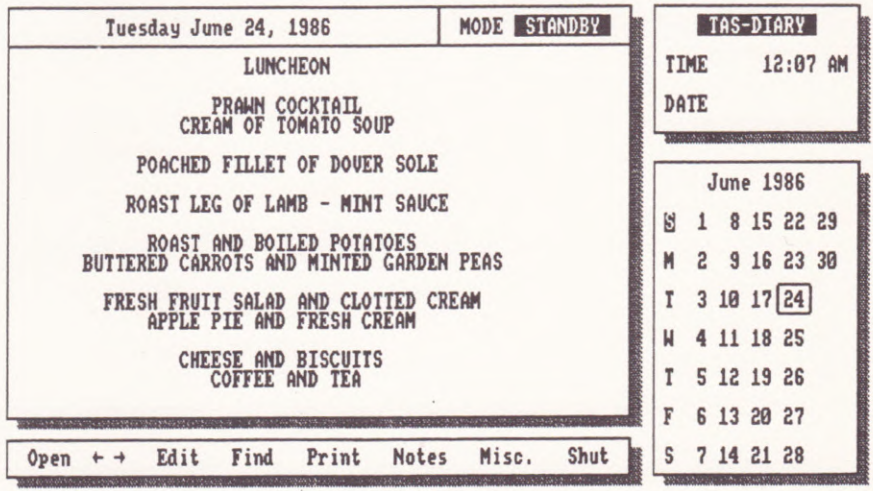
The use of asterisks will place important reminders at the top of the page.

5.2



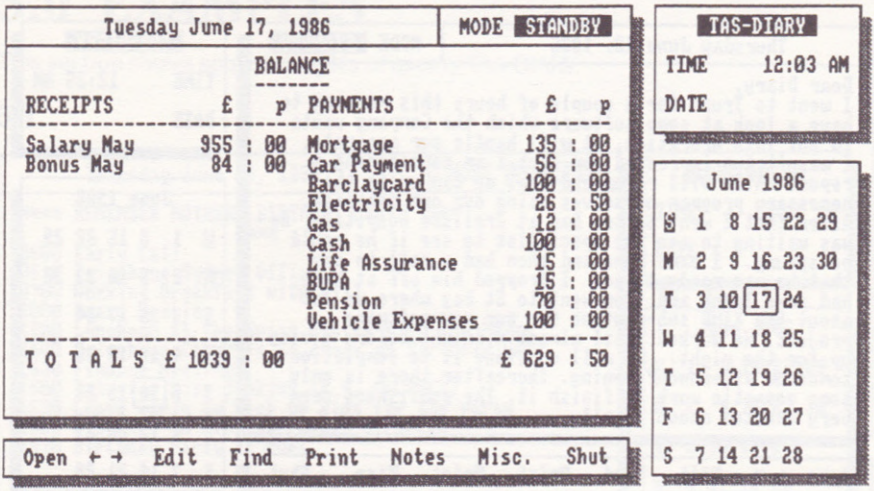
Example 2.
TAS-DIARY can be used as a personal record of day to day events.

5.3



Example 3.
Hotels and Restaurants find it useful to pre-plan menus so why not do so at home?

5.4



Example 4.
TAS-DIARY can be used to keep a record of your finances.

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